


SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0						DATE 6 July 1970	
OFFICE, DIVISION, BRANCH, SECTION Office of Logistics, Building Planning Staff						LOCATION 1012 Ames Bldg.	
NAME OF FILE Reference Materials				CUSTODIAN [REDACTED]			
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.) Copies of magazines, brochures, statistical reports, etc. used as reference background material. 25X1A							
FILING ARRANGEMENT Chronological						INCLUSIVE DATES 1969 - 1970	
SIZE OF RECORDS	LEGAL 3" X 5"	LETTER 5" X 8"	OTHER (Specify) Magazine sized			LINEAR FEET 1	
EQUIPMENT OCCUPIED BY RECORDS	SAFE LEGAL	CABINET LETTER	OTHER (Specify) Bookcase			NO. OF DRAWERS -	
REMARKS Kept in bookcase.							
Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0							

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0						DATE 1970
OFFICE, DIVISION, BRANCH, SECTION Office of Logistics, Building Planning Staff						LOCATION 1012 Ames Bldg.
NAME OF FILE Map Cabinet			25X1A [REDACTED]			
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.) Contains charts, drawings, maps, photo's, sketches, Artist Renderings and etc. of proposals of Headquarters site.						
FILING ARRANGEMENT Subject					INCLUSIVE DATES 1969 - 1970	
SIZE OF RECORDS	LEGAL 3" X 5"	LETTER 5" X 8"	OTHER (Specify)		LINEAR FEET 90 23.0	
EQUIPMENT OCCUPIED BY RECORDS	SAFE LEGAL	X LETTER	CABINET	OTHER (Specify)		NO. OF DRAWERS 15
REMARKS Map Cabinet 13/17						
Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0						

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0						DATE July 1970
OFFICE, DIVISION, BRANCH, SECTION Office of Logistics, Building Planning Staff						LOCATION 1012 Ames Bldg.
NAME OF FILE Document Control (238)				25X1A 		
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.) 						
FILING ARRANGEMENT Numeric					INCLUSIVE DATES 1969 - 1970	
SIZE OF RECORDS	<input checked="" type="checkbox"/> X	LEGAL 3" x 5"	<input type="checkbox"/>	LETTER 5" x 8"	<input type="checkbox"/>	OTHER (Specify)
EQUIPMENT OCCUPIED BY RECORDS	<input checked="" type="checkbox"/> X	SAFE	<input type="checkbox"/>	CABINET	<input type="checkbox"/>	OTHER (Specify)
		LEGAL		LETTER		
						LINEAR FEET .4
						NO. OF DRAWERS 4
REMARKS SAFE # 1473						
Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0						

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

RECORDS SURVEY WORK SHEET

6 July 70

OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg.

NAME OF FILE

Reference Material(Agency)

CUSTODIAN

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

LI's, HR's, HN's and HHB's.

25X1A

FILING ARRANGEMENT

Numeric

INCLUSIVE DATES

SIZE OF
RECORDS

LEGAL

3" X 5"

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET
1.4

EQUIPMENT OCCUPIED
BY RECORDS

X

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS
4

REMARKS

SAFE # 1473

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

RECORDS SURVEY WORK SHEET

6 July 70

OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg.

NAME OF FILE

Chrono

CUSTODIAN

25X1A

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

Copies of letters, memos, reports, etc., prepared by Building Planning Staff.

FILING ARRANGEMENT

Chronological

INCLUSIVE DATES

1969-1970

SIZE OF
RECORDS

X

LEGAL

3" X 5"

X

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET

.2

EQUIPMENT OCCUPIED
BY RECORDS

X

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS

4

REMARKS

Safe #1473

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0						DATE 16 July 1970	
OFFICE, DIVISION, BRANCH, SECTION Office of Logistics, Building Planning Staff.						LOCATION 1012 Ames Bldg.	
NAME OF FILE Working Files				25X1A [REDACTED]			
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.) 25X1A Correspondence and reference materials used by [REDACTED] in his specific duties and responsibilities in BPS.							
FILING ARRANGEMENT Subject						INCLUSIVE DATES 1953 to present (1970)	
SIZE OF RECORDS	X	LEGAL	X	LETTER	OTHER (Specify)		LINEAR FEET
		3" X 5"		5" X 8"			7
EQUIPMENT OCCUPIED BY RECORDS	X	SAFE		CABINET	OTHER (Specify)		NO. OF DRAWERS
		LEGAL		LETTER			4
REMARKS SAFE # 4891							
Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0							

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

DATE
6 July 1970

OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg

NAME OF FILE

Working Files

25X1A

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

Correspondence and reference materials used by [REDACTED] in his specific duties and responsibilities in BPS.

25X1A

FILING ARRANGEMENT

Subject

INCLUSIVE DATES

1969 - 1970

SIZE OF
RECORDS

X

LEGAL

3" X 5"

X

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET
1.6

EQUIPMENT OCCUPIED
BY RECORDS

X

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS
2

REMARKS

~~SAFE # 4801~~
SAFE # D2911

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

6 July 1970

OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg.

NAME OF FILE

Working Files

CUSTODIAN

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

Correspondence and reference materials used by [REDACTED] in his specific duties and responsibilities in BPS.

25X1A

25X1A

FILING ARRANGEMENT

Subject

INCLUSIVE DATES

1969 - 1970

SIZE OF
RECORDS

X

LEGAL

X

LETTER

OTHER (Specify)

LINEAR FEET

1

EQUIPMENT OCCUPIED
BY RECORDS

X

SAFE

CABINET

OTHER (Specify)

NO. OF DRAWERS

2

REMARKS

SAFE # D2181

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

6 July 1970

OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff 25X1A

LOCATION

1012 Ames Bldg.

NAME OF FILE

Working Files

CUSTODIAN

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

Correspondence and reference materials used by [REDACTED] in his specific duties and responsibilities as Chief, BPS.

25X1A

FILING ARRANGEMENT

Subject

INCLUSIVE DATES

1950's to 1970

SIZE OF
RECORDS

☒

LEGAL

3" X 5"

☒

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET

2.6

EQUIPMENT OCCUPIED
BY RECORDS

☒

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS

2

REMARKS

SAFE # D2915

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0						DATE 8 July 1970	
OFFICE, DIVISION, BRANCH, SECTION Office of Logistics, Building Planning Staff						LOCATION 1012 Ames Bldg.	
NAME OF FILE Working Files				25X1A [REDACTED]			
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.) 25X1A Correspondence and reference materials used by [REDACTED] in his specific duties and responsibilities in BPS.							
FILING ARRANGEMENT Subject						INCLUSIVE DATES 1969 - 1970	
SIZE OF RECORDS	<input checked="" type="checkbox"/>	LEGAL	<input checked="" type="checkbox"/>	LETTER	OTHER (Specify)		LINEAR FEET 2
		3" X 5"		5" X 8"			
EQUIPMENT OCCUPIED BY RECORDS	<input checked="" type="checkbox"/>	SAFE		CABINET	OTHER (Specify)		NO. OF DRAWERS 2
		LEGAL		LETTER			
REMARKS SAFE # D2149							
Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0							

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0						DATE 8 July 1970	
OFFICE, DIVISION, BRANCH, SECTION Office of Logistics, Building Planning Staff						LOCATION 1012 Ames Bldg.	
NAME OF FILE Working Files				25X1A [REDACTED]			
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.) Correspondence and reference materials used by 25X1A [REDACTED] in their specific duties and responsibilities in BPS.							
FILING ARRANGEMENT Subject						INCLUSIVE DATES 1969 - 1970	
SIZE OF RECORDS	<input checked="" type="checkbox"/>	LEGAL	<input checked="" type="checkbox"/>	LETTER	OTHER (Specify)		LINEAR FEET 2.6
		3" X 5"		5" X 8"			
EQUIPMENT OCCUPIED BY RECORDS	<input checked="" type="checkbox"/>	SAFE		CABINET	OTHER (Specify)		NO. OF DRAWERS 4
		LEGAL		LETTER			
REMARKS SAFE # 1989							
Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0							

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0
RECORDS SURVEY WORK SHEET

6 July 70

OFFICE, DIVISION, BRANCH, SECTION

LOCATION

Office of Logistics, Building Planning Staff

1012 Ames Bldg.

NAME OF FILE

Subject Correspondence Files

25X1A

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

Contains copies of memos, letters, reports, etc. re planning, programming, development, etc., of future Agency building(s).

FILING ARRANGEMENT

Chronologically

INCLUSIVE DATES

1969 - 1970

SIZE OF
RECORDS

X

LEGAL

3" X 5"

X

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET

1.4

EQUIPMENT OCCUPIED
BY RECORDS

X

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS

4

REMARKS

SAFE # 1473

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0
RECORDS SURVEY WORK SHEET

6 July 70

OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg.

NAME OF FILE Correspondence dealing with
DCI, Directorates & Independent Offices

25X10A IAN

DESCRIPTION (Function of files, value, frequency of use,

scriptive data.)

Copies of memos, letters, reports, etc. regarding planning, programming, space, etc.

FILING ARRANGEMENT

Chronologically

INCLUSIVE DATES

1969 - 1970

SIZE OF
RECORDS

LEGAL

X

LETTER

OTHER (Specify)

LINEAR FEET

3" X 5"

5" X 8"

0.4

EQUIPMENT OCCUPIED
BY RECORDS

X

SAFE

CABINET

OTHER (Specify)

NO. OF DRAWERS

LEGAL

LETTER

4

REMARKS

SAFE # 1473

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0		6 July 70	
OFFICE, DIVISION, BRANCH, SECTION Office of Logistics, Building Planning Staff		LOCATION 1012 Ames Bldg.	
NAME OF FILE Administrative Correspondence		25X1A	
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.) Correspondence regarding personnel, training, budget and the general administration of Building Planning Staff.			
FILING ARRANGEMENT According to Agency Subject File Manual		INCLUSIVE DATES 1969 - 1970	
SIZE OF RECORDS	LEGAL 3" X 5"	X LETTER 5" X 8"	OTHER (Specify)
EQUIPMENT OCCUPIED BY RECORDS	X SAFE LEGAL	CABINET LETTER	OTHER (Specify)
REMARKS Safe # 1473			LINEAR FEET 04 NO. OF DRAWERS 4
Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0			

SECRET
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0

6 July 70

OFFICE, DIVISION, BRANCH, SECTION

LOCATION

Office of Logistics, Building Planning Staff

25X1A

1012 Ames Bldg.

NAME OF FILE

Hqs. Historical Files

CUSTODIAN

DESCRIPTION (Function of files, value, frequency of use, for descriptive data.)

25X1A

Information selected from existing files at [REDACTED] Records Center regarding the history (planning, programming, development, construction, movement of personnel, etc.) of the CIA Building, Langley, Virginia. (Copies of memos, letters, photo's, charts, plans, notes and etc.)

FILING ARRANGEMENT

Chronological Order

INCLUSIVE DATES

1954 to 1962

SIZE OF
RECORDS

X

LEGAL

X

LETTER

OTHER (Specify)

LINEAR FEET

3" X 5"

5" X 8"

6

EQUIPMENT OCCUPIED
BY RECORDS

X

SAFE

CABINET

OTHER (Specify)

NO. OF DRAWERS

LEGAL

LETTER

4

REMARKS

Safe # 3618

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0